

Performance Problem Analysis Worksheet

1. Briefly describe the performance problem and identify the employees directly affected.
2. How is NRCS mission affected?
3. Is the discrepancy caused by:

Environmental issues	_____ yes	_____ no
Organizational issues	_____ yes	_____ no
Motivational issues	_____ yes	_____ no
Lack of knowledge, skills or attitudes	_____ yes	_____ no?
4. Provide a brief rationale for the answers in 3 above.
5. Is a comprehensive needs analysis needed? Why or why not?
If the answer is yes complete the Needs Assessment Plan Worksheet
6. Briefly describe the instructional goals if training can solve the problems.